

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> School Nurse	
<i>Supervisor:</i> Building Principal/Administrator and Director of Nursing Services	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 10 months	<i>Grade:</i> 12

Job Summary

Promotes, protects, maintains, and attains optimal care for the physical and mental health of District students.

Essential Job Functions

Emergency Services:

Provides first aid for injuries and acute illness.

Initiates prompt referral to the appropriate medical facility when more extensive treatment is warranted.

Promptly administers properly prescribed emergency medication, including, but not limited to, Benadryl, epinephrine, glucagon, and insulin.

Performs crisis intervention.

Health Program:

Monitors student immunization compliance, notifies parents of any known discrepancies, and coordinates with the nurse manager and director of nursing services for appropriate actions to ensure compliance with state and District-mandated immunization policies.

Refers students to providers for any needed immunizations.

Assists teachers in presenting health lessons as requested by the principal or teacher.

Provides health and wellness counseling for students.

Consults with parents/guardians and/or physician regarding their student's health needs.

Coordinates with physician and/or public health officials in reporting communicable diseases.

Reports and follows-up suspected child abuse and neglect to OCS and law enforcement, if applicable.

Administers prescription and non-prescription medication in accordance with current School Board policies.

Provides medication training to selected staff members in accordance with Alaska Board of Nursing guidelines.

Includes state-mandated screening and follow-up in health appraisals.

Assists students, parents, and teachers in adapting to various chronic health problems, i.e. diabetes, dialysis, cancer, etc.

Participates as a member of the multidisciplinary team that identifies, evaluates and makes recommendations for accommodations and modifications in accordance with the Section 504 of the Rehabilitation Act

Participates in establishing or revising school and District health policies.

Alerts school administrators to health trends and problems.

Resources Provided:

Assists in preparation and deliverance of health and hygiene programs.

Conducts first aid training for staff and students as required.

Develops and implements the Individualized Health Plan (IHP) and Emergency Care Plan (ECP) for students with complex healthcare needs and evaluates the student's response to the plan of care.

Assists teachers in understanding individual students' physical and mental health problems.

Makes screening assessments on all students referred for special education.

Testing:

Performs various health screenings as required by the State of Alaska.

Records and Supplies:

Documents all student encounters in the Electronic Health Record (EHR) and reports all injuries and occurrences to Risk Management according to District policy.

Submits monthly and other periodic or special reports as required.

Establishes and maintains maintains student Electronic Health Record and immunization compliance in accordance with the State of Alaska.

Requisitions, inventories, and maintains required medical supplies and equipment.

Assists in the registration of new students to ensure medically verified immunization documentation.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Otoscope, ophthalmoscope, stethoscope audiometer, othorater, sphygmomanometer, telebinocular visual testing equipment, A/V equipment, computer, safety equipment, and other related equipment.

Independent Decisions

Emergency medical care; physical assessments; referrals to parents/guardians, and/or appropriate health-related agencies, i.e. mental health, physician, Office of Children's Services, and law enforcement.

Primary Working Contacts

Daily contact with students. Frequent contact with parents and health and social service agencies. Frequent contact with attendance secretary for absentee follow-up; maintenance staff for environmental safety concerns; custodial staff for health and sanitation monitoring; other schools regarding student health or concerns; and resource staff and building principal regarding health and medical concerns of students. Attend monthly nurse staff meetings and nursing in-services as provided by the district. Provides input to director of nursing services to improve health services to students.

Responsibility for Cash, Equipment, Safety

Monitors school buildings and grounds for health and safety hazards.

Supervision Received and Exercised

Receives oral and written instructions from the building principal, director of nursing services, nurse's training manual, and/or physician advisor.

Unusual Working Conditions

Performs lifting and medical procedures for medically fragile students, diaper changing, handling of body fluids, gastrostomy, and tube feedings.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens. Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 20 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. Current state of Alaska registered professional nurse license.

2. Current nursing skills as shown through attendance in continuing education classes; current first aid skills and current basic life support certification.
3. Knowledge of community health and medical resources, Bloodborne pathogen procedures, and standard precautions.
4. Ability to relate and communicate with others, with emphasis on handling exceptional students.
5. Must be able to travel to various schools and offices within the Fairbanks North Star Borough. While driving on District business, must hold a valid driver's license, current vehicle insurance and registration.

The following are preferred:

1. B.S. degree in Nursing.
2. At least two (2) years of relevant experience in the nursing field.
3. Pediatric training and experience..

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.